

School Business Official Temporary Initial Authorization Application Checklist

**Incomplete applications will be void after 45 days.
Temporary Initial License is good for 1 year from the first date of employment**

Requirements: **22.3(4)Education.** Applicants must have a minimum of an associate's degree in business or accounting or 60 semester hours of coursework in business or accounting of which 6 semester hours must be in accounting.

If the applicant has completed 6 hours in accounting, the applicant may be issued a temporary school business official authorization valid for one year.

(1) A temporary initial school business official authorization may be issued if requested by the district. A district administrator may file a written request with the executive director for an exception to the minimum content requirements on the basis of documented need and benefit to the district. The executive director will review the request and provide a written decision either approving or denying the request.

(2) If the 9 semester hours of accounting are not completed within the time allowed, the applicant will not be eligible for the initial school business official authorization.

(3) If the applicant received a temporary school business official authorization, then the initial school business official authorization shall not exceed one year.

b. Minimum age. Applicants must have attained a minimum age of 18 years.

_____ Have you attached official transcripts of all college credits including transferred credits? Course titles must show on the transcripts. Course numbers only or total credits transferred do not provide adequate transfer information

_____ Have you enclosed your check or money order which includes the evaluation fee (\$60) and the fee for issuance of the license (\$85)?

_____ Have you completed Section I?

_____ Have you completed Section II, with both the superintendent signature and your signature?

_____ Have you been fingerprinted and included your fingerprint card with this application? The fingerprint/background check fee is \$65.00. If you come to our offices to be fingerprinted the fee is \$52.00.

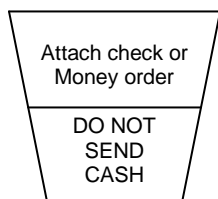
(This fee and the fees for the processing and license may be combined in a single check or money order.) If you need a fingerprint card, request it from our website, www.boee.iowa.gov/FPPktReq.html or call (515)281-3245 to leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.

_____ Have you completed the background check information on page 2?

_____ Have you reviewed and do you understand the renewal requirements found with the application?

Mail the completed application and fingerprint/card fee of \$210.00 to:

***Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319***



Application Temporary Initial School Business Official Authorization

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
Des Moines, Iowa 50319-0146

INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)

Revised 06/12

Directions:

1. Complete **Section I** (print/type) – If you do not have a Folder Number, it will be assigned to you by the BoEE
 2. Complete **Section II** (print/type)
 3. Enclose the \$60.00 nonrefundable evaluation fee.
 4. Enclose a \$85.00 nonrefundable licensure fee. Total Items 3, 4 & 5 and remit ONE Check or money order, made payable the Board of Educational Examiners.
 5. Complete the background information on page two and submit fingerprint packet with the \$65.00 fee. You can order a packet by going to this link on our web site: www.boee.iowa.gov/FPPktReq.html **NOT NEEDED IF YOU HAVE EVER HELD AN IOWA TEACHER OR ADMINISTRATOR LICENSE issued after October of 2000 (the entire \$210 fee may be on a single check or money order.)**
 6. Send all materials to the address that appears in the upper right hand corner of this page.
- NOTE:** Photocopies or copies by fax of any application forms or experience verification forms will not be accepted. Original signatures are needed. Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void after 45 days.**

Section I: To be completed by applicant. Use black or blue ink.

| | | | |
|-------------------------------------|---------------------------|---|--|
| Folder # (will be assigned by BoEE) | Social Security # | Date of Birth Month Day Year | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Last Name | First Name | Middle Name | Maiden Name |
| Address | City | State | Zip Code |
| Evening Phone () | Daytime Phone () | Email Address | |

Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
 - ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper.

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

Section II: To be completed by superintendent and applicant. *Use black or blue ink.*

Employment Record: *I hereby verify that the applicant on this form is employed as a school Business official.*

School District _____ Start Date _____

Superintendent Name (print/type) _____ Folder # _____

Superintendent Signature _____ Date _____

Applicants Signature _____ Date _____

Requirements to Convert Temporary Initial School Business Official to an Initial

The Temporary Initial School Business Official License is valid for 1 year from the first day of employment. During this one year license, you must complete the 3 hours in accounting and the first year of an approved school business official program. Once you have completed these requirements and before your temporary initial SBO expires, you need to apply for the Initial SBO which will be issued for 1 year.